

**INVOICE FORM**

Westchester BID/Westchester Town Center BID 2012-2013

INDIVIDUAL/ORGANIZATION NAME	FISCAL YEAR	AFE OR CONTRACT NUMBER	
8929 S. Sepulveda Blvd., #130	Westchester	CA	90045
ADDRESS	CITY	STATE	ZIP CODE
Don Duckworth 310-417-9030	310-417-9031	duckworth.donald@gmail.com	
CONTACT	TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
26-0569506		0002266685-0001-1	
SOCIAL SECURITY NUMBER/FEDERAL I.D. NUMBER		BUSINESS TAX REGISTRATION NO.	

Department of Cultural Affairs  
201 North Figueroa Street, Suite 1400  
Los Angeles CA 90012

( ) AFE  
( ) Personal Svcs. Contract  
( ) Sub P.O./Purchase Order

Please describe below, the service provided for which payment is being requested; include the date, time and place of the event:

Design and production of window painting art by local school students coordinated by Otis College of Art & Design students/class

PLEASE PAY THE AMOUNT OF: \$ 1,000.00

I certify under penalty of perjury that the service(s) for which payment is hereby requested has/have been performed by me, or the above organization that I represent, in full compliance with the requirements and/or provisions of the contract/AFE.

DATE	SIGNATURE	TITLE
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**FOR DCA USE ONLY:**

*This section is to be completed by an authorized employee of the Center/Facility/Division overseeing the Contract/AFE.*

SERVICES & DOCUMENTS REQUIRED BY CONTRACT OR AFE # \_\_\_\_\_ WERE RECEIVED BY  
ME ON \_\_\_\_ - \_\_\_\_ - \_\_\_\_ AND I HEREBY APPROVE THIS INVOICE FOR PAYMENT

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**FOR DCA ACCOUNTING USE ONLY:**

( ) Receipt Verification

I certify that the materials, supplies, or services covered by this bill were received and/or verified by me on \_\_\_\_\_ and compliance with the contract terms.

( ) Living Wage Ordinance on file, if applicable

( ) Insurance Verification

I certify that evidence of approved insurance is on file in the City Attorney's Office, if applicable

( ) Declaration of Compliance of the Equal Benefits Ordinance is on file

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_